

# Arts Education Project Grants Final Report Form

All final reports are due 30 days after the completion of the project, no later than July 30th
---

*Please review these materials before beginning your project.*

- Reporting Tip Sheets (separate document)
- Final Report (statistical & financial information)
- Narrative Evaluation
- Documentation/Data

**Mailing Address:**

P.O. Box 83720  
Boise, ID 83720-0008

**Office Address:**

2410 N. Old Penitentiary Way  
Boise, ID 38712

phone: 208-334-2119 or 1-800-ART-FUND  
fax: 208-334-2788

[www.arts.idaho.gov](http://www.arts.idaho.gov)

# Final Report Form

## Why Reporting is Important

As an agency that strives to foster arts education in Idaho, the Idaho Commission on the Arts has a critical mission to collect, disseminate, and clarify information on the impacts that arts programs have on children and youth and on teaching and learning. The process of reporting grant results are an essential link in making this happen.

The Idaho Commission on the Arts will use this information to:

- Study its programs and make recommendations to the Commissioners and to outside funders for program continuation and expansion
- Advocate for expanded programming support for arts education in general
- Make decisions about future funding and programming, including modifications to categories and guidelines.

## Part 1: Identifying Information/Demographics

Grantee Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

☐ Check if this is a new address?

Grant Number \_\_\_\_\_ Grant Amount Received \$ \_\_\_\_\_

EIN Number \_\_\_\_\_ Phone \_\_\_\_\_

FAX \_\_\_\_\_

#Individuals Benefiting \_\_\_\_\_

#Youth Benefiting \_\_\_\_\_

# Artists Participating \_\_\_\_\_

#ADA 504 Individuals benefiting \_\_\_\_\_

## Part 2: Financial Information

Instructions: This section should correspond to the proposed budget expenses as listed in the original application and reflect the actual expenses incurred. Please reference the original Project Budget when completing this section. Round all figures to the nearest dollar. Do not add in-kind contributions as 'Cash Expenses.' Please type all responses.

<b>EXPENSE CATEGORIES</b>	<b>Original Budget from Application</b>	<b>Actual Cash Expenses</b>	<b>ICA Grant (full amount)</b> <i>Show how much of the grant funds were spent in each applicable category</i>
1. Artist(s) Fees			
2. Additional Artist Fee			
3. Consultant Fees			
4. Teacher Substitute			
5. Artist Travel			
6. Artist Lodging			
7. Artist Studio Rental			
8. Supplies/Materials			
9. Equipment Lease/Rental			
10. Documentation			
11. Publicity Costs			
12. Printing/Copying			
13. Phone/Postage			
14. Insurance			
15. Other: _____			
<b>TOTAL EXPENSES</b>			

<b>REVENUE</b>	<b>Original Budget from Application</b>	<b>Actual Cash Income</b>
1. Admissions (Ticket Sales)		
2. Workshop Tuition		
3. Applicant Cash		
4. Corporate/Business Support		
5. Private Foundation Support		
6. Other Private Support		
7. Government Support (Do not include ICA grants)		
8. Other: _____		
<b>SUBTOTAL</b>		
<b>ICA GRANT AWARD</b>		
<b>TOTAL REVENUE</b>		

Does your Total Income meet or exceed your Total Expenses? ☐ YES ☐ NO

If not, please explain the reason for the shortfall in revenue to cover expenses:

Does your Revenue Subtotal reflect your required cash match? ☐ YES ☐ NO

If you have not met your total 1:1 cash or in-kind match, please provide a thorough explanation:

## 2: Financial Information, cont.

**ACTUAL IN\_KIND MATCH:** *please include calculations*

Description <i>Example: facility rental</i>	Value <i>\$500</i>	Calculations <i>\$250/day x 2 days</i>	Additional Information <i>For workshop</i>
<b>TOTAL IN-KIND MATCH</b>			

I certify that the information provided in this final evaluation report is true and correct. I agree that our records of income and expense will be kept on file for a minimum of 3 years in suitable form to facilitate auditing.

Authorizing Official (PRINT NAME): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part 3: Narrative

Directions: Shape your narrative to clearly show what can happen as a result of arts education project and programs. Good stories that share results have the potential to ensure that good programs in arts education continue- and grow.

**1. What were your Identified Program Outcomes?**

What knowledge, or skills did you want students, youth, and other participants have learned or acquired as a result of the program?

**2. How did you evaluate the program, in order to assess whether it achieved these outcomes?**

What did the evaluation reveal?

**3. Describe the activities that you developed for your project/program participants.**

**4. How will the evaluation be used?**

Describe how you reported the results of your program to other audiences, “stakeholders,” or interested persons.

(These might be your own board, school board members, PTO/PTA, community groups, the press/media, or local **and** state policymakers.)

## Part 4: Data

Directions: In this section, please describe actual data that you collected in your program and that you used to develop conclusions about your program's accomplishments. Include or attach samples of this data.

### **Evidence of Learning**

This might include documentation of student work, narrative results of observations of program events, rubrics, checklists, and other instruments that you used to assess student understanding, or narrative descriptions of student learning obtained from direct observations or videotape documentation.

### **Documentation**

Please describe and attach samples of actual documentation that you collected in your program and that supports your conclusions about your program's accomplishments.

**Describe each documentary piece** (e.g., artifact #1 is a video clip of students creating their own dance movement choreography; photographs 1-12 show the progression of a student's visual art work)

**Attach or enclose** the samples, numbered and referenced to the descriptions. Images on CD are preferred to print-outs.